

**CONCORD PUBLIC WORKS
ENGINEERING DIVISION**

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DATE: 4/20/17

MEMORANDUM

TO: Elizabeth Hughes, Town Planner
VIA: Richard Reine, Director of Public Works
FROM: William Renault, P.E., Town Engineer
SUBJECT: #40 Stow Street - Umbrella Community Art Center

Engineering Division Comments:

The Engineering Division has reviewed the submitted materials and offers the following comments:

I. General

1. While CPW is planning a reconstruction of the existing parking lot within FY18 (as funding allows), the proposed plan depicts a significant expansion and reconfiguration of the parking facility to provide an additional 35 spaces. CPW requests clarification from the applicant on the limit of parking lot and drainage work being included and/or funding included as part of the Umbrella project.
2. The proposed parking layout provides 9'x16' spaces for all of the spaces within the reconfigured section. The 16' depth is equivalent to a small car space. The zoning bylaw requires a maximum of 30% of the spaces be designated as small car spaces. The applicant should evaluate if it is feasible to meet the 30% maximum standard through further expansion of the paved area, or at the very least to maximize the number of full size spaces.
3. Due to the significant site constraints, a construction phasing and staging plan should be provided for review and comment. Please note the construction phasing plan should minimize impacts to the municipal lot.
4. Due to the project's significant disturbance to the paved surface of Stow Street (5 curb cuts within the 200' of frontage), CPW will require the road to be milled and repaved within the disturbed area. This will be conditioned as part of the ROW permit application.

II. Drainage & Stormwater

1. The Engineering Division does not agree with the pre-development drainage divides and analysis points chosen for the project. The stormwater design should be revised to incorporate analysis points for stormwater:
 - a. entering the Town's drainage system and flowing west into Sudbury Road
 - b. entering the Town's drainage system and flowing east down Stow Street
 - c. flowing east into the abutting properties
 - d. flowing west into the abutting properties
 - e. flowing south into the buffer area.

Please update the drainage design to analyze these points and resubmit for review and comment.

2. Update the pre-development and post-development drainage divide plans to depict the downspout locations and contributing roof top areas.

3. No preliminary Stormwater Pollution Prevention Plan (SWPPP) was included within the submittal. Please submit for review. Please note the project will likely require the dewatering. Sedimentation control for the discharge should be identified and provided within the plan set and SWPPP.
4. Appendix D - Long-Term O&M Plan does not clearly outline which components of the drainage system are to be maintained by the Umbrella and CPW. Please resubmit for review and comment the LTOMP with plans to clarify the party's maintenance responsibilities. Please note that CPW will not maintain any underground infiltration systems.